

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

SECRETARY III

Adult System of Care - CalWORKs Program Administration

CalWORKs Program Administration has opening for SECRETARY III. We are seeking a highly qualified, skillful and creative individual to fulfill secretarial responsibilities to assist the Mental Health Clinical District Chief and the CalWORKs Administration team.

Essential Duties:

- Preparing, proofreading and types various document, report and forms
- Receives all mail directed to the District Chief and disseminate as appropriate
- Prepares agendas for the General/Administrative staff meetings
- Answer phone calls and refer to the appropriate individuals within the program
- Schedule appointments and arrange conference and meetings
- Prepare notices, memos and bulletins
- Maintain and update staff/phone rosters
- Photo copying, scanning and faxing documents
- Organize and maintain office files
- Other duties as assigned by District Chief

Desirable Qualifications:

- Adaptable and flexible to meet the program needs
- Highly organized and detailed oriented with record keeping & documentation
- Ability to work collaboratively with various team members and disciplines
- Familiarity with Microsoft Outlook, Word and Excel

Interested candidates who hold the title of Secretary III are encouraged to submit a cover letter, resume detailing relevant experience and education, copies of last two (2) performance evaluations, and master time sheets for the last two (2) years by March 28, 2014 to:

Felicia Crosby
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Los Angeles, CA 90020
(213) 738-3119
Email: fcrosby@dmh.lacounty.gov

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